

Cadet Orientation Flight Worksheet

(Use one worksheet per PILOT per day)

Complete by computer or PRINT LEGIBLY

Flight Date: <input type="text"/>	Powered <input type="checkbox"/> <input type="checkbox"/> Glider	Transaction Number: <input type="text"/> <small>(Wing use Only)</small>	Ferry Time: <input type="text"/>
A/C Tail No: <input type="text"/>	A/C Type: <input type="text"/> <input type="checkbox"/> 173-3 A/C Type <small>C172 = 2; C182 = 3</small>	CAP Tow Plane: <input type="checkbox"/>	Flight Time: <input type="text"/> <small>(From flights below)</small>
PIC CAPID: <input type="text"/>	PIC Name: <input type="text"/>	PIC Phone No.: <input type="text"/>	Commercial Tow Plane: <input type="checkbox"/>
Tow A/C Tail No.: <input type="text"/>	Tow A/C Type: <input type="text"/> <input type="checkbox"/> 173-3 Tow Plane A/C Type <small>C172 = 2; C182 = 3</small>	Member Tow Plane: <input type="checkbox"/>	173-3 A/C Rate: <input type="text"/> <small>(C172 = \$30.00; C182 = \$32.00)</small>
Send This Form With Fuel Receipt To: North Dakota Wing Civil Air Patrol P.O. Box 608 Bismarck, ND 58505-0608		Instructions: Fill-in may be done using Microsoft Word or form may be printed and entries hand written. Fill in form completely. Incomplete forms will be returned. Complete instructions are on the back of this page. * POWERED flights are syllabus number 6 through 10 plus 50 and 75.	Ground Tow: <input type="checkbox"/> <small>(Ferry Time + Flight Time x 173-3 A/C Rate + Tow Charge)</small> Sub-Total: <input type="text"/> Fuel & Oil: <input type="text"/> <small>(Attach Receipt)</small> Total: <input type="text"/>

Cadet CAPID	Cadet Name	Unit	Syllabus Number	Flight Time
Flight 1				
			99	X
			99	X
Flight 2				
			99	X
			99	X
Flight 3				
			99	X
			99	X
Flight 4				
			99	X
			99	X

Front Seat
Back Seat
Back Seat

Cadet CAPID	Cadet Name	Unit	Syllabus Number	Flight Time
Flight 5				
			99	X
			99	X
Flight 6				
			99	X
			99	X
Flight 7				
			99	X
			99	X
Flight 8				
			99	X
			99	X

Front Seat
Back Seat
Back Seat

Instructions for using NDWg Form 52-2, Cadet Orientation Flight Worksheet

The purpose of this worksheet is to help facilitate accurate and organized cadet orientation flight data prior to entry by ND/DA into the After Flight Reporting system through e-Services.

All fields of this form may be completed using a computer and Microsoft Word. Some fields contain drop-down boxes for ease of entry. In lieu of a computer, this form may be printed and filled out manually, but please make sure that your entries are legible.

A single worksheet must be used all day as long as the same pilot uses the same aircraft on the same day. As an example, if a pilot gives rides in the morning and takes a break for lunch. The new pilot must use a separate worksheet. If the pilot who went to lunch comes back in the afternoon to give more rides, he must use the same worksheet he used for the morning flights and add the afternoon flights to the same worksheet. This is an important concept so the new on-line data entry process will be done correctly.

This worksheet will accommodate eight flights for a single pilot during any one day. Keeping in mind that according to CAPR 60-1, a pilot can not be scheduled for more than 8 flying hours during one day, the eight blocks should be adequate.

The new on-line date entry process will not allow a back seat ride without first having a cadet in the front seat. Also make sure that a cadet isn't listed in both the front seat and back seat during the same flight. A maximum of two cadets are allowed in the back seat during any powered flight. Only one cadet is allowed during a glider flight.

Re-imbursement amounts are calculated differently based upon a Powered Flight or a Glider Flight. For Powered Flights, only front seat time is considered along with Ferry Time, Fuel & Oil. A Glider Flight only considers Towing Charges.

Entering Aircraft and Pilot Data:

Flight Date:

Date of the Orientation Ride

A/C Tail No:

The "A/C Tail No:" is selected from a pull-down list. All ND Wing corporate aircraft are loaded.

A/C Type:

The "A/C Type:" is also selected from a pull-down list. It will either be C172 or C182 for ND corporate aircraft.

173-3 A/C Type:

The "173-3 A/C Type:" is selected from a pull-down list. All ND corporate C172 aircraft are type "2" and all ND corporate C182 aircraft are type "3".

PIC CAPID, Name, and Phone No.:

Enter the pilots CAPID, name and phone number. These are needed in case of questions about the form or a flight.

Tow A/C Tail No., Tow A/C Type, 173-3 Tow Plane A/C Type, and Type Tow Boxes:

These are only required for a "Glider" flight and are self explanatory.

Entering Cadet Flight Information:

Cadet CAPID, Name:

Self-explanatory

Unit:

Is selected from a pull-down list

Syllabus Number:

Is selected from a pull-down. The list contains ALL types for flights, Powered and Glider. Glider flights are always number 1 through 5 plus 50 and 75. Powered flights are always number 6 through 10 plus 50 and 75. No choices are made for back seat rides as they are always "99". See CAPP 52-7 for correct syllabus numbers and when they should be used.

Flight Time:

Enter the flight time for the front seat ride. Flight time for back seat rides is not a consideration and is marked with an "X".

Ferry Time:

This information is used by NHQ. It is used to calculate re-imbursement for powered flights.

Flight Time:

This is the total flight time for all flights entered on the bottom half of the form.

173-3 A/C Rate:

These rates are listed in CAPR 173-3, Attachment 1. For C172 flights, the rate is \$30.00/hour. For C182 flights, the rate is \$32.00/hour.

Sub-Total:

Add the Ferry Time and the Flight Times together, multiply by the rate and enter here.

Total:

Add the fuel & oil charges to the sub-total and enter here. This should be the amount of re-imbursement from National for all flights on the worksheet.